

**State Tax Commission  
Michigan Certified Assessing Officer (MCAO)  
Self-Study Program Summary**

The State Tax Commission's (STC) MCAO Self-Study Program includes assessing material related to nine major areas of study at the MCAO level. The material will be studied in a self-study manner at the student's own pace. Certification is achieved by passing a comprehensive exam proctored over four hours covering the self-study material. The comprehensive exam will be offered by the STC quarterly in January, April, June and October. The first exam will be offered at the Okemos Site and the Marquette Site on April 29, 2016. Additional information regarding the exam and locations will be provided to the individual prior to the chosen exam date.

To participate in the MCAO Self-Study Program, Form 5371, *State Tax Commission Application for Michigan Certified Assessing Officer (MCAO) Self-Study Program* must be completed and submitted to the STC along with the required payment. The total cost is \$250 (\$200 for material and a \$50 exam fee). Checks may be made out to the State of Michigan. Incomplete applications, or applications submitted without full payment will be returned to the applicant unprocessed. Once the application is reviewed and the payment is verified, the self-study material will be emailed to the applicant and will include the date and location they are scheduled to take the comprehensive exam.

**Nine Major Areas of MCAO Study:**

1. Real and Personal Property Appraisal Concepts (Cost and Sales)
2. Land Value Determinations
3. Legal Descriptions and Tax Maps
4. The Assessors Manual – including use of County Multipliers (including field work)
5. Development of Economic Condition Factors
6. Sales Studies and the Equalization Process
7. Income Approach
8. Exemptions and Transfer of Ownership
9. Property Tax Administration

**MCAO Comprehensive Exam**

The MCAO comprehensive exam is a one-part, 250 multiple choice question exam offered over four hours in the following format:

Appraisal Concepts (Cost and Sales) – 25 Questions

Land Value Determinations – 25 Questions

Legal Descriptions and Tax Maps – 25 Questions

The Assessors Manual – 25 Questions, plus completion of a residential record card

Development of ECF's – 25 Questions

Sales Studies and the Equalization Process – 25 Questions

Income Approach – 25 Questions

Exemptions and Transfer of Ownership – 25 Questions

Property Tax Administration – 25 Questions

**Note:** The State Tax Commission strongly recommends that students who choose the self-study option seek a qualified mentor.

**Questions regarding the MCAO Self-Study program may be emailed to Barb Duncanson at [duncansonb@michigan.gov](mailto:duncansonb@michigan.gov).**